

**CITY OF ELK RIVER
SAFETY COMMITTEE
FIRE STATION #2 (ORONO PARKWAY)
MINUTES OF WEDNESDAY, JANUARY 20, 2016**

Members present: T. John Cunningham, Safety Coordinator; Katie Haase, Human Resources; Nick Flaherty, WWTP; Steve Benoit, Recreation; Jake Larsen, Liquor Stores; Amy Humphrey, Police; Andy Bentzen, Parks; Krystal Fosdick, Fire; Lauren Wipper, Human Resources; Jim LeBrun, Building Maintenance; Jeff Smith, Fire and Building Safety; Brandon Wisner, Engineering; Tony Seibert, Arena.

Members absent: Mike O'Neill, Utilities (Water); Mike Thiry, Utilities (Electric); Tanner Anderson, Streets; Tim Sevcik, Parks.

1. Call meeting to order

The Safety Committee was called to order at 1:31 p.m.

2. Consider Agenda

Motion to approve agenda was made by Jake Larsen and seconded by Lauren Wipper. Motion carried.

3. Approve the Safety Committee Minutes for December 16, 2015

Motion to approve the minutes for the December 16, 2015, meeting was made by Tony Seibert and seconded by Amy Humphrey. Motion carried.

4. Accident Review

4.1 Police (12/17/15)

"Employee was assisting on a medical/fall with injuries. While carrying medical bag up driveway, employee fell on ice covered driveway."

Lauren Wipper suggested that the employee should try to walk more carefully next time. The employee was responding to a call involving falling so they should be aware that the area is icy.

4.2 Parks and Recreation (01/12/16)

"Employee was sweeping ice rink. Getting into JD tractor/broom. Slipped on ice and missed the step on the tractor/broom. Injured knee."

Tony Seibert advised that employees should be utilizing the three-point approach to prevent slipping/falling. Jeff Smith agreed with the three-point approach and indicated that these types of incidents are hazards of winter.

5. Department Updates/Concerns

5.1 Administration (Brandon Wisner)

None

5.2 Street Division

Absent

- 5.3 Parks Division (Andy Bentzen)
None
- 5.4 Recreation Division (Steve Benoit)
None
- 5.5 Waste Water Treatment (Nick Flaherty)
None
- 5.6 ERMU – Electrical Department
Absent
- 5.7 ERMU – Water Department
Absent
- 5.8 Building Maintenance (Jim LeBrun)
None
- 5.9 Liquor Stores (Jake Larsen)
None
- 5.10 Police (Amy Humphrey)
None. Amy advised that this will be her last meeting with the committee and added that Linda Canton will likely be her replacement.
- 5.11 Ice Arena (Tony Seibert)
None. Tony advised that this will be his last meeting with the committee and added that he does not know who his replacement will be yet.
- 5.12 FABS (Jeff Smith)
None. Jeff advised that this will be his last meeting with the committee and added that Bob Ruprecht will be his replacement.
- 5.13 Human Resources (Katie Haase & Lauren Wipper)
None

6. General Business

- 6.1 Safety Consultation Update
John Cunningham's goal this month and next month is to go through all of the Facility Checklist sheets. He stressed that employees should be involving their supervisors in the facilities checks; issues should be escalated through the supervisor first. He will be meeting with Diane Rollins next month to do facility walk-throughs so that all concerns can be addressed. They will be assisting with working through Job Hazard Analysis forms as well. John has also been working on reviewing, writing and updating policies. This form can also be used to reference other policies (i.e. the policy for servicing a piece of equipment).

7. Old Business

- 7.1 Working on labeling breakers/panels – Parks Facility Checklist 2/18/15
Andy Bentzen will be looking into the progress of this and will report it back to the committee. On 01-22-16 Andy advised Krystal Fosdick that he looked into the progress and found that everything had been labeled except the wood shop. The wood shop is still a work in progress.
- 7.2 Review draft Job Hazard Analysis Forms
John Cunningham utilized the white board in the room to show the committee examples of how the forms should be filled out. One example he showed was the task for climbing a ladder, including the steps on how to climb a ladder. Ladder would be the task – the “steps” for climbing a ladder would be steps, PPE and safety. Each sheet contains on task, along with the steps for completing the task. He indicated that employees can complete one Job Hazard Analysis Form for ladder, which can then be utilized by all employees rather than have multiple forms completed for ladder. Nick Flaherty inquired about whether or not each individual ladder and/or type of ladder needed to have its own Job Hazard form. Nick also requested clarification on how specific you have to be on these forms and John indicated that they need to be as specific as possible. These forms are required by OSHA and will aid in future trainings to determine who uses what equipment. John and Diane Rollins will go through the process of completing these forms with everyone. It is the supervisor’s job to ensure that there are Job Hazard Analysis Forms completed for every task. It is the committee’s job to ensure that these forms are in place; the committee will review these forms in the future and will make sure that nothing is missing. John suggested that employees speak with vendors of new equipment to see if they already have sheets that cover this information that could be utilized. All of these forms and policies will be uploaded to the Safety Portal when it is completed.

8. New Business

- 8.1 Parks/Streets Safety Checklist comments
Andy Bentzen mentioned that there are no floor plans in each room (referenced the floor plans inside of the Station 2 training room) and there are no signs indicating where stairs are within the facility. Andy pointed out that this might be a hazard for the fire department if they ever had to respond to the facility and had limited visibility. John advised that Jim LeBrun went through the Library and noticed that it did not have some of the required signage. Jim utilized the Fire Marshal and Chris Leeseberg to map out the Library. Jeff Smith provided input as to what areas required signage, but ultimately suggested that they work with the Fire Marshal to have further clarification on the issue. Andy indicated that there are no floor plan signs in their breakroom, locker room, etc.
- 8.2 2015 Safety Committee Assessment
The 2014 Safety Committee Assessment was distributed to the committee for review. Katie Haase advised that she wanted this brought to the committee since it is time to send out the 2015 Safety Committee Assessment. She inquired as to whether or not any of the members had any suggestions or input for questions. There were no suggestions provided

for the 2015 Assessment. Krystal Fosdick will be utilizing Survey Monkey to compile the 2015 Assessment which will be sent out to all employees.

8.3 Review updated policies

The Lockout/Tagout Policy and the Exposure Control Plan were distributed to the committee members for review. John Cunningham advised that he would like all committee members to go through the policies and provide suggestions and/or input. He added that these policies will be distributed at the next management meeting. The Lockout/Tagout Policy is a critical policy for all employees and is required by OSHA. This policy might entail more work, but it will ensure the safety of employees. He pointed out that these policies outline who is responsible for doing what. John went through the Exposure Control Plan and the two different classes of employees. Class A is for police and fire as they have a very high probability of coming into contact with blood or other bodily fluids within their day-to-day duties. Jake Larsen pointed out that the Liquor Store employees frequently deal with people coming to them with cut hands from glass bottles. Jake added that they see and/or deal with blood on a regular basis from these types of cuts. He inquired as to whether or not they need to receive additional training or be placed into a different class. The committee discussed whether or not Building Maintenance could respond to the liquor stores for clean up whenever there is an incident involving blood. Tony Seibert also advised the committee that Ice Arena employees frequently come into contact with blood as well. John pointed out that these employees do not necessarily meet the same qualifications as police and fire would. These two departments will be looked into and further discussion will occur on whether or not they need additional training. Katie inquired as to whether or not she needed to update the forms that she provides to new employees. All of these policies will be posted on the Intranet for easy access.

9. **Adjournment**

There being no further business, the meeting of the Safety Committee adjourned at 2:44 p.m.

Krystal Fosdick